



State of California  
 California Environmental Protection Agency  
 Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: CEERB-012 FY 22-23	Classification Title: Senior Environmental Scientist (Supervisory)	Position Number: 811-130-0764-001
Incumbent Name:	Working Title: CalEnviroScreen Trends Unit Supervisor	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs/ Community and Environmental Epidemiology Research Branch	Section/Unit: Community Assessment and Environmental Trends Section /Environmental Trends Unit	Reporting Location: Sacramento or Oakland
Supervisor's Name: Laura August	Supervisor's Classification: Environmental Program Manager I	CBID: S10
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

### General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

### Position Description

The Community Assessment and Environmental Trends Section (CAETS) in the Community and Environmental Epidemiology Research Branch (CEERB) has responsibilities for directing two major



program areas within the branch. These two programs are (1) the development and updating of the CalEnviroScreen cumulative impacts screening tool and (2) the analysis of environmental and population data from CalEnviroScreen to characterize statewide trends in environmental conditions. Each of these program units is led by its own unit supervisor. CAETS also provides technical assistance related to the evaluation of cumulative impacts to other programs in OEHHA, the California Environmental Protection Agency (CalEPA), and other California government entities and supports the identification of disadvantaged communities under Senate Bill (SB) 535 of 2012.

Under general direction of the Environmental Program Manager I (Supervisory), Chief of CAETS, the Senior Environmental Scientist (Supervisory) provides supervision and direction to support the work of the Environmental Trends Unit (ETU) to analyze environmental trend data within CalEnviroScreen. This Unit's work entails examining trends, tracking changes and measuring progress across different measures of environmental quality using statewide data contained within the CalEnviroScreen tool. The Senior Environmental Scientist (Supervisory) performs all the following duties and other related work:

#### **Essential Functions (Including percentage of time):**

- 30% ***Directs development of tools for CalEnviroScreen data trend analysis over time.***  
Supervises Unit staff in the scientific and professional conduct of complex scientific work that arise from the temporal analysis of the data underlying the CalEnviroScreen tool and in supporting updates to CalEnviroScreen. Provides leadership and direction in the development of strategies to accomplish complex scientific analyses by the Unit. Provides overall direction, leadership, and management of the Unit in order to provide significant input to the Section, Branch and Office on scientific issues related to the Unit's activities. Reviews the Unit's scientific work examining trends in environmental conditions across the state and on existing and potential new indicators in CalEnviroScreen. Reviews the Unit's technical documents for rigor, accuracy, and completeness, using expert level knowledge of environmental health impacts of hazards to air, water, and soil to ensure the work products are scientifically sound and appropriate. Sets goals and timelines for work of the Unit staff and monitors their progress toward meeting these goals through regular staff meetings. Consults with the Section chief to establish the vision, ideas and concrete direction for Unit in the early stages of project development. Monitors the ongoing activities of the Unit by holding meetings and collecting activity reports as an aid to monitoring progress of specific projects.
- 20% ***Directs engagement with internal and external entities on relevant scientific matters.***  
Directs solicitation of feedback on the Unit's work, which may involve conducting scientific public workshops, responding to public and peer review comments, addressing internal Executive Office and other OEHHA Branch concerns, providing for peer review, and responding as appropriate to concerns of other California and Federal agencies. Meets and discusses relevant scientific approaches with other departmental supervisors to check the direction and ensure that proposed approaches are appropriate, and if not, to coordinate and cooperate in the development of alternative approaches. Ensures that any work scientific product meets the departmental and state policies for scientific peer review, where appropriate, and meets state policy requirements for considering public input under the Administrative Procedures Act.



Identifies and resolves issues as they arise or brings them to the attention of the Section Chief.

15% ***Represents the Office and maintains expertise.***

Presents findings and analyses to scientists, stakeholders and other interested parties in meetings, including public meetings and workshops. Provides expert input on external Federal, state and international panels or committees, and, as appropriate, encourages and enables staff to provide expertise. Obtains appropriate approvals for participation and travel, such out-of-state travel requests. Participates on state, national, and international committees to provide input on scientific and public health issues and processes. Collaborates with other external senior scientists on highly sensitive issues in the area of environmental impacts by exchanging information and ideas regarding goals, perspectives, and timelines in the area of environmental impacts of chemical hazards. Participates as an expert at hearings, meetings, seminars, panels, and other scientific forums on environmental health screening tools and data to inform regulatory bodies, the scientific community, or the media of results of the Section's work.

15% ***Performs and guides personnel-related matters.***

Conducts recruitment and hiring process to fill Unit vacancies. Develops duty statements to describe the duties with essential and marginal job functions and working conditions of staff to facilitate recruitment. Conducts hiring interviews with selected candidates to fill vacancies. Approves employee timesheets, teleworking arrangements, and/or alternate work schedules to ensure compliance with departmental policies. Conduct evaluations such as performance appraisals and probation reports to provide feedback on work performance and identify areas for staff training and improvement. Promotes and maintains a positive work environment per the Department's Equal Employment Opportunity policy. Coordinates and manages deadlines, emergency and priority assignments, and personnel issues. Analyzes personnel situations in order to identify problems related to personnel issues, including lack of training, inappropriate behavior, and other potential problems, and takes effective corrective action. Establishes and maintains proper staff recognition mechanisms to ensure and support the department's workforce and succession planning. Applies the State's progressive discipline structure as appropriate to facilitate effective performance and address any performance issues such as inappropriate behavior and/or poor performance.

10% ***Supports Section and Branch initiatives on fiscal matters.***

Provides support to the Section and Branch as needed on legislative, budget and contract transactions, budget change proposals, legislative concepts, correspondence control, legislative reports, and other necessary documents and activities to ensure that departmental and state policies and procedures are followed. Participates in developing the budget for activities of the Branch by working with the Branch Chief, Administrative Branch and Executive Office to develop budget concepts and budget change proposals to secure resources for existing mandates or to develop relevant new activities;. Works as appropriate with client boards and departments to assess resource needs and the need for work products. Prepare and execute consultation contracts with relevant entities to support the Section's programs.



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### **Marginal Functions (Including percentage of time):**

- 5% **Maintains Professional Expertise.** Maintains professional and scientific expertise in public health, environmental regulation, and other environmental health fields. Reads scientific literature, attends scientific conferences, and engages in related activities appropriate for professional development and program development.
- 5% **Racial Equity and Environmental Justice (REEJ).** Participate and engage in REEJ related trainings and activities that will promote strategies and policies for advancing REEJ in OEHHA. Collaborate with the REEJ manager to ensure adequate implementation of new practices and principles to support the process of embedding REEJ in the Sections activities. Collaborate with internal working groups to promote REEJ practices. Attend trainings to support the development of materials for environmental justice, enhancing the Section's outreach through various documents like fact sheets, presentations, and plain language materials to communicate OEHHA's REEJ work in CalEnviroScreen activities.

### **Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

### **Typical Working Conditions:**

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office arranged in cubicles, not all of which have direct natural illumination. Time critical assignments are part of the workload. Prolonged sitting while reviewing scientific articles, reports and generating scientific documents and reports is required. Repetitive motion in using office equipment occurs. Travel to off-site meetings may be required as necessary. Participation in teleconferences and webinars is required. May be required to travel to other OEHHA locations for business related needs as necessary.

### **Special Requirements of Position (Check all that apply):**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)



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**Explanation:**



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**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
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**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date
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